



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 06 OF 2026
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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

: **DEPARTMENT OF DEFENCE:** kindly note that the following 3 posts were advertised in Public service Vacancy Circular 05 of 2026 dated 13 February 2026, Personnel Official: Supervisor with Ref No: DCMPSAPWC/02/05/26/01, Personnel Official: Production with Ref No: DCMPSAPWC/02/05/26/02 and Administration Clerk: Production with Ref No: DCMPSAPWC/02/05/26/03 are respectively have been withdrawn.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 05 dated 13 February 2026 closing on 13 March 2026, (1) Director: HR Planning and Recruitment, ref no: 2026/47 center Head Office, please take note of the following amendments implemented: For Attention: Ms MM Magane.

DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the department placed adverts in the Public Service Vacancy Circular 05, dated 13 February 2026. It has come to our attention that the email addresses contained semicolons (;) instead of dots (.). Applicants are therefore requested to submit their applications to the correct email addresses below. Chief Director: Communications-e-recruit.CDC@dsd.gov.za; Director: Legal Services- e-recruit.DLS@dsd.gov.za; Director: NPO Funding Coordination- e-recruit.DNPO@dsd.gov.za Closing date: 27 February 2026.

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DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, Northern Cape, Eastern Cape, and Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 09 March 2026, 16:00. No late application will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

POST 06/01 : **SCIENTIST SPECIALIST (EDITOR-IN-CHIEF): AFRICAN JOURNAL OF MARINE SCIENCE REF NO: FIM05/2026**

SALARY : R1 509 819 per annum, (OSD)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : PhD degree in Marine (Estuarine/Coastal) Science, relevant to the mission of The African Journal of Marine Science (hereafter referred to as "the journal") recognized by SAQA. A minimum of ten years relevant scientific experience post Bachelor of Science qualification, which must include scientific writing and formal editing. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Scientist. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Must be currently active in research, extensive record of published material and be recognized internationally for scientific standing. An excellent command of written English. Proven ability to adjudge the scientific merit of research output in most marine science disciplines. Experience and involvement in editing and publishing accredited scholarly journals. A demonstrated record of human capacity development and ability to mentor scientists.

DUTIES : Maintain and improve the Journal's scientific quality and international penetration. Solicit submissions of high-quality manuscripts. Identify and encourage suitable, high-quality reviewers for submissions deemed appropriate for the Journal. Assess reports and make decisions on the fate of submitted manuscripts. Maintain a high standard in the editing process with respect to scientific content, as well as grammatical and stylistic precision. Work with the Editorial Assistant to manage submissions through Scholar One Manuscript Central, and the Journal's online submission system. Monitor submission and rejection rates to ensure a steady flow of accepted, high-quality manuscripts to avoid publication backlogs. Ensure quality control through close cooperation with the publisher, including final scrutiny of proofs prior to printing. Ensure that a high-quality publisher is contracted to undertake the production, subscription management, and marketing of the Journal. Maintain the status of the Journal as one of South Africa's leading media in terms of its ISI Impact Factor. Assist and motivate junior scientists within the Department to publish their research in the Journal and, where appropriate, in other reputable journals. Provide guidance in scientific writing, including courses and personal supervision. Ensure the publication of one volume (consisting of four issues) per year. Prepare work plans and evaluate the performance of the Editorial Assistant. Manage the editorial budget. Maintain an annually updated list of publications and conferences attended by in-house research staff. Oversee the production of the biennial Status of the South African Marine Fishery Resources report.

ENQUIRIES : Ms Sekiwe Mbande at 071 561 5508
APPLICATIONS : FIM05-2026@dffe.gov.za

POST 06/02 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIM03/2026**

SALARY : R896 436 per annum
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : National Diploma (NQF 6) in Supply Chain Management or relevant qualification within the related field (Majoring in Accounting) as recognized by SAQA. A minimum of five (5) years' experience in Supply Chain Management or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge of Marine Living Resources Act, GRAP,

PFMA, Treasury Regulations, Public Service Act. Extensive experience in supply chain management, and fixed asset management. Experience (demonstrated on CV) in Accrual Accounting Principles (GRAP) and management reporting on computerised procurement systems. Experience on working on the ORACLE system or any Enterprise Resource Planning (ERP) system. Computer literacy. Leadership skills, Peoples' management skills, Analytical thinking, Innovative and creativity, Communication (verbal, writing and other), Computer literacy and the ability to work under pressure. A valid driving license.

DUTIES

: Manage the Acquisition management function. Ensure that an effective bid/quotation process is implemented and maintained. Ensure that the bid committees are functional. Ensure that all acquisitions are evaluated in terms of the pre-approved and published evaluation criteria. Ensure that goods and services are provided to the cost centre managers at the right time, right quality and right quantity. Ensure that all a complete and accurate supplier database is developed and effectively utilised. Ensure that an effective logistics function including ordering, receiving and distribution of goods, and accounts payable. Manage the demand management function. Procurement Plan is prepared for each cost center and consolidated for the whole of the MLRF. Specifications for all transaction are precisely determined. The Procurement Plan is linked to the budget of each cost centre. Manage the Asset Management function. Ensure that all the assets of the MLRF are verified annually. Ensure that the asset register is maintained monthly. Ensure effective functioning of the loss committee. Ensure effective functioning of the disposal committee. Prepare the working papers for the annual financial statements. Compile confiscated fish products report. Ensure that the stores for confiscated fish products is managed in terms of the pre-determined procedures. Provide GRAP compliant asset management reports. Manage the Contract Management function. Ensure that the SCM Directorate has all the MLRF's original contracts, MOU, MOA, SLA, single source approval, sole-service provider approvals etc. Ensure that performance information is provided for all the contracts by the relevant Project Manager. Promptly advise on the course of action where a supplier fails to perform as expected. Ensure that each supplier and project manager is notified in advance when the contract ends. Maintain discipline and quality control of work delivered by employees.

ENQUIRIES APPLICATIONS

: Ms Leticia Nel Tel No. (021) 402 3432 / 066 471 1287
 : FIM03-2026@dffe.gov.za

POST 06/03

: **ASSISTANT DIRECTOR: NON-SPACIAL INFORMATION SPECIALIST REF NO: FOM06/2026**

SALARY CENTRE REQUIREMENTS

: R582 444 per annum
 : Pretoria
 : National Diploma (NQF 6) in Information and Communication Technology or relevant qualification with the related field as recognized by SAQA. A minimum of three (3) years' experience in System Development or related field. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge in the regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental Management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and treasury regulations). Leadership and management skills, communication skills (verbal and written), strategic and analytical thinking, problem solving and expert level of Computer literacy. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret regulation and develop appropriate policy Ability to work under extreme pressure. Be Creative, Self orientated, and be able to multi-task. Driving License and an ability to drive.

DUTIES

: Develop new functionality and conduct system analysis. Prepare technical and functional specifications of new and existing code in compliance with departmental policies and methodologies. Convert software specification requirements into appropriate programming language. Create, test and integrate new systems to facilitate data exchange and interoperability. Investigate new technologies for system improvement. Manage new feature development from requirements, capture, analyse, develop, test and maintain

existing systems. Manage software configuration. Monitor faults and fault reports. Provide technical support and information training to users. Maintenance of existing system to prevent future system problems. Correct fault software coding or execution not satisfying functional requirements. Develop and design database strategies, system monitoring and improve database performance and capacity and planning for future expansion requirements. Establish the needs of forestry users and monitor user access and security. Refine logical design and translate into specific data model. Establish forestry database documentation, including data standards, procedure and definitions for the data dictionary. Automate data workflows, develop, manage and test back-up database recovery plan Provide system solutions to the forestry users. Analyse the system. Compare advantages and disadvantages of customer development and purchases requirements. Determine the best system solutions

**ENQUIRIES
APPLICATIONS**

: Mr Andile Mkwalo at 067 422 3702
: FOM06-2026@dffe.gov.za

POST 06/04

: **ASSISTANT DIRECTOR: FOREST RESEARCH TECHNOLOGY
DEVELOPMENT REF NO: FOM25/2026 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum
: Pretoria
: National Diploma (NQF 6) or in Forestry or relevant qualification in a related field within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996) and National Environmental Management Act, 107 of 1998. Knowledge in Natural / Forest Science, Silviculture, Forest, Environmental/ Conservation Ecology, Forest Pests & Disease, Genetics, Forest Yield Studies, Forest Harvesting / Engineering, Forest Economics, Community Forestry, Wood Science. knowledge of aspects of Environmental / Conservation science, General Ecology, Phytosociology, Conservation Management, Catchment hydrology, Resource valuation. Skills in Computer software, Research methods, Strategic planning, Project management, Organising, Presentation. Efficient and productive, Innovative and creative, Effective communicator, Strong leadership and ability to motivate staff. A valid Driving License and must be willing to drive.

DUTIES

: Coordinate the review and implementation of the Department's national forestry research strategy. Coordinate the securing of funding for research and technology projects and programme. Coordinate analysis and report on the trends in forest research funding and investments. Facilitate and coordinate the National Forest Research and Development Fora. Coordinate the Department's representation and membership of research institutes and related bodies (SAIF, TPCP, ICFR, WRC, ARC etc.). Coordinate National Forest Research Programmes/ projects, formulate and implement research and technology support models in the department. Identify challenges on research and development programmes and projects. Assess the impact of new technology in terms of research findings. Promote investments and co-funding between government and the private sector in key strategic areas as identified. Participate in the development and maintenance of research infrastructure. Provide support for the department's participation in international forest research processes. Serve as the South African focal point for liaison with international fora (SAFORGEN, FAO etc). Represent the Branch in relation to forest science development with respect to aspects emerging from SADC and bilateral forestry agreements. Coordinate the Department's membership of the International Union of Forest Research Organizations (IUFRO).

**ENQUIRIES
APPLICATIONS**

: Mr Andile Mkwalo at 067 422 3702
: FOM25-2026@dffe.gov.za

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

APPLICATIONS : The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or email to recruitment@gcis.gov.za

FOR ATTENTION : Ms P. Kgopyane

CLOSING DATE : 20 March 2026

OTHER POSTS

POST 06/05 : **ENTERPRISE RISK MANAGEMENT COMMITTEE CHAIRPERSON (X1 POST)**

SALARY : Terms of Office and Remuneration: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. Approximate number of meetings is five per annum (four ordinary and one special meetings). The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

CENTRE : Pretoria

REQUIREMENTS : A relevant degree in Risk Management or Internal Audit or related degree with a minimum of 10 years' management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served as Chairperson or a member of the Risk Management Committee or Audit Committee or any oversight Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

DUTIES : The successful candidate will be required to ensure that Enterprise Risk Management Committee (ERMC) functions properly and operates in accordance with an approved ERMC Charter. Advise the Accounting Officer and Management on risk management, governance matters at an organizational level. Represent the Department in respect of all Enterprise Risk Management –related matters as delegated by the accounting officer. Provide oversight into the implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Ensure effective and efficient implementation of BCM Policy and Plan. Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee). Advise on Ethics and Integrity, fraud processes including Information Technology and other key business processes within the department. Provide advice/guidance on setting risk appetite and tolerance levels. Provide progress reports to the Accounting Officer on a biannual basis and to the Audit Committee on a quarterly basis. Take all reasonable steps to ensure the Committee fulfills its obligation and responsibilities. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and reasonable decision-making framework at Committee level. Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decision.

ENQUIRIES : Ms Sizakele Sibiya Tel No: (012) 473 0123

NOTE : In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serves as the Chairperson of the Department 's Enterprise Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Risk Management to fulfill his/her mandate as required by the Public Finance Management Act.

POST 06/06 : **ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBER**
(specializing in Risk Management & Compliance)

SALARY : Terms of Office and Remuneration: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. Approximate number of meetings is five per annum (four ordinary and one special meetings). The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

CENTRE REQUIREMENTS : Pretoria
: A minimum of a Degree in Risk Management or Internal Audit or related degree with a minimum of 10 years' management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served in Risk Management/Audit Committee and with experience in Enterprise Risk Management, Auditing, Financial Management, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

DUTIES : The successful candidate will operate in accordance with the approved ERMC Charter and required to advise the Accounting Officer and management on risk management and governance matters at an organizational level. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Providing guidance and advice on the department's risk identification and assessment methodologies for reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Provide oversight in the implementation of BCM Policy and Plan. Advice on Ethics and Integrity, fraud processes and other key governance business processes. Provide advice/guidance on setting risk appetite and review risk appetite and tolerance levels.

ENQUIRIES : Ms Sizakele Sibiyi Tel No: (012) 473 0123

NOTE : In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serves as the ordinary member of the Department 's Enterprise Risk Management Committee. The incumbent will advise the Management on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act.

POST 06/07 : **ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBER**
(Specializing in Information Communication Technology (ICT))

SALARY : Terms of Office and Remuneration: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. Approximate number of meetings is five per annum (four ordinary and one special meetings). The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

CENTRE REQUIREMENTS : Pretoria
: A minimum of a Degree in Information Communication Technology (ICT) or related degree specializing in ICT or Digital with a minimum of 10 years' management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served in Risk Management/Audit Committee and with experience in ICT governance, ICT

risk & Audit related. Experience in a communications environment would be advantageous.

DUTIES

: The successful candidate will operate in accordance with the approved ERM Charter and required to advise the Accounting Officer and management on risk management including ICT governance matters at an organizational level. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Providing guidance and advice on the department's risk identification and assessment methodologies for reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Provide oversight in the implementation on ICT compliance business processes and governance including other key governance business processes.

ENQUIRIES
NOTE

: Ms Sizakele Sibiyi Tel No: (012) 473 0123

: In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the ordinary member of the Department's Enterprise Risk Management Committee. The incumbent will advise the Management on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act.

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 09 March 2026
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 06/08** : **CHIEF-DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING**
REF NO: NDOH 12/2026
Chief Directorate: Finance
- SALARY** : R1 494 900 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an NQF level 7 degree in Accounting / Auditing / Financial Management. At least five (5) years' experience at a senior management level (Director), within a financial management environment. Knowledge of PFMA and the broader government framework on financial management, experience of the budget policy framework and their due process, transactional and developmental finance. Knowledge of Treasury Regulations, Public Service Act, and Public Service Regulations as well as Procurement Policy Framework, Asset Management Prescript, Financial

DUTIES

Accounting and Budgeting. Good strategic capability and leadership, financial, change, knowledge, programme and project management, service delivery innovation, problem solving and analysis, people management and empowerment, honesty and integrity, interpersonal and computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

: Manage financial and budget management services. Monitor the transversal system functions, ensure proper management of assets including the asset verification process, advise and guide management on department annual budget and financial issues to make informed decisions. Regulatory framework and reporting. Ensure that all reports, returns, notices and other information which are submitted to the Executing Authority, the National Treasury and the Auditor-General as required by the PFMA are timely and accurate. Ensure compliance with the provisions of the PFMA Act, 1999 and the Treasury Regulations. Oversee the development of policies and procedures. Develop and review of risk models and the mitigation of risk by suitable policies/procedures, proper segregation of duties and development of appropriate internal control procedures. Engage all stakeholders on the implementation of internal control and risk management within the department. Provide strategic leadership to the chief directorate. Advise on strategic financial and corporate governance matters pertaining to allocated budgets. Implementation of strategic management skills and project management principles. Liaise with the relevant departmental, public entities and supplier stakeholders on transverse finance issues. Develop operational plans, manage and oversee human resources as well as the material resources allocated.

ENQUIRIES

: Mr PP Mamogale Tel No: (012) 395 9378

POST 06/09

: **DIRECTOR: INTERNAL AUDIT REF NO: NDOH 17/2026**
Directorate: Internal Audit

SALARY

: R1 266 714 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines

CENTRE REQUIREMENTS

: Pretoria
: A Grade 12 and NQF 7 qualification in Accounting /Auditing as recognized by SAQA. At least five (5) years' experience in internal auditing at a middle/senior managerial level. Experience should include risk and integrity management, internal auditing/forensic or audit report writing. Knowledge of performance audits and operational audits, Internal audits standards. Knowledge of political, economic, social and environmental issues. Knowledge of financial management, budget process and provisioning. Knowledge of the Standards for the Professional Practice of Internal Auditing. Knowledge of risk management and other governance processes. Working knowledge of PFMA and Treasury Regulations, Public service policies, procedures and regulations. Knowledge of Standard for the Professional Practice in Internal Audit as issued by the Institute on Internal Auditors. Knowledge of risk based audit methodology. Good communication (verbal and written), strategic capability leadership, program and project management, problem solving and analysis, financial management, people management and empowerment, analytical thinking, decision making, planning and organizing, change management, knowledge management, service delivery innovation, client orientation and customer focus skills. Ability to work under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Manage the internal audit function in accordance with the internal audit standards. Oversee and provide quality control for the Internal Audits Unit, to ensure that mandate and business goals are met and that professional standards are maintained at all times. Provide strategic support to the forensic audit strategy of the departments. Provide input into the development, planning, implementing and driving of the forensic audit strategy in response to the provincial strategy. Manage and oversee information technology audits. Development of the annual and three-year rolling internal audit plan. Identifying ICT-related risks through departmental engagements and risk registers. Manage and conduct performance audits. Perform performance audits to determine the department's ability to achieve its objectives and programme outputs in an efficient, effective and economic manner (Source in as well).

Oversee the management of risk and integrity. Develop emergency management plans, measures, and arrangements to ensure the continuous delivery of critical services/processes which permit the Department to recover its facility, data and assets. Manage financial and human resources. Monitor and evaluate the implementation of the activities based on the strategic objectives.

ENQUIRIES : Mr PP Mamogale Tel No: (012) 395 9378

OTHER POSTS

POST 06/10 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NDOH 6/2026**
Chief Directorate: Health System Digital Information

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE REQUIREMENTS : Pretoria
A Grade 12 certificate and NQF 7 qualification in Human Resource Management. Valid PERSAL Controller certificate. At least three (3) years' experience at management level (Assistant Director/equivalent level) in Human Resources Management (HRM). Experience in condition of services and PERSAL system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of Public Service Act (PSA), Public Service Regulation (PSR), Employment Equity Act (EEA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) and in-depth knowledge of PERSAL and BAS. Good communication (verbal and written, analytical, planning and organization, problem solving, decision-making, and negotiation, strategic planning and leadership, presentation and facilitation, monitoring and evaluation, and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

DUTIES : Oversee and manage the administration of leave. Provide a prompt and high standard delivery in respect of leave gratuities, incapacity leave (PILIR), and all types of leave. Ensure and manage the auditing and capturing of leave. Oversee and manage the administration of allowances. Put control measures in terms of management of overtime, acting allowance, stand-by allowances. Record and process documents regarding injury on duty. Oversee and manage appointments and termination of service. Ensure that all appointments, transfer, probation period, promotions, retention of service are captured and approved on PERSAL. Manage and implement appointments of employees, OSD, Acting, transfer and PMDS. Monitor Human Resources information system. Overseeing HR databases (e.g. PERSAL), ensuring data quality, managing personal records, and coordinating system upgrades and maintenance. Manage and monitor PERSAL activities in the department, including personnel and salary controllers, activities on PERSAL system. Register and maintain user profiles for all users and allocate functions in line with individual scope of work as per the job description. Monitor the suspense and transaction files as well as follows up all questionable transactions. Manage risk, audit and resources. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof.

ENQUIRIES : Ms E Shibambo Tel No: (012) 395-8154

POST 06/11 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 18/2026**
Directorate: Employment Relations and Workplace Support

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines

CENTRE REQUIREMENTS : Pretoria
A Grade 12 Certificate and NQF 7 qualification in Labour Relations or Law as recognized by SAQA. At least three (3) years' experience at the Assistant Director level in labour relations and disciplinary hearings, conciliations and arbitration. Knowledge and understanding of labour legislation (Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act,

Skills Development Act). Knowledge and understanding of the Public Service Act, Regulations and collective agreement. Knowledge and understanding of policy formulation, interpretation, dispute resolution and conflict management as well as departmental policy and guidelines. Good communication (verbal and written), problem solving and decision making, planning, organising, presentation, people management, facilitation and analytical thinking, research, interviewing, negotiation and computer skills (MS Office package). A valid driver's license.

DUTIES : Manage and coordinate grievances within the department. Receive and record complaints and grievances submitted to the directorate. Manage disciplinary process in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with Public Service Framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanism, including policies, procedures and processes. Renders labour relations support services. Provide training and advocacy on labour-related matters in the department. Manage externally referred disputes. Manage resources, risk and audit queries. Organise and manage records of all grievance, misconduct and disputes. Represent the department in the Public Health Social Development Sectoral (PHSDSBC) National Bargaining Chamber, Bargaining Council and other Labour Relations forums. Facilitate consultative structure within the department and stakeholders. Facilitate mandating seek process on all matters that are related to disputes and collective bargaining. Facilitated the submission of labour relations reports to oversight institution e.g. Public Service Commission. Establish and maintain good relationships with organized labour.

ENQUIRIES : Mr S Mahlatjie Tel No: (012) 395 8414

POST 06/12 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: NDOH 19/2026**
Office of the Minister

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Public Administration/Public Management/ Business Administration/ Business Management or Office Management. At least three (3) years' functional experience in the secretariat and administrative/support service environment at middle management level (Assistant Director). Broad knowledge and understanding of the functional areas covered by the executive authorities. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of government policies and planning systems, Government Program of Action, public service regulatory framework, presidency policies and procedures on information management. Good communication (verbal and written), strategic capabilities and leadership, report writing, research, operational management, negotiation, interpersonal relations, facilitation, conflict management, planning and execution, people management and empowerment, financial management, project management and computer skills (MS Office packages).

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Co-ordinate the activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms S Vilane Tel No: (012) 395 9374

POST 06/13 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NDOH 9/2026**
Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus competitive benefits
: Pretoria
: A Grade 12 certificate and NQF 6 qualification in Human Resource Management. PERSAL Controller certificate will be an advantage. At least three (3) years' experience at supervisory level in HRM. Experience in condition of services and PERSAL system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of System Change Control system (SCC). Good communication (verbal and written), problem solving, decision making, negotiation, interpersonal, analytical, people management, monitoring and evaluation, conflict resolution and computer skills (MS Office package). A valid driver's license.

DUTIES : Process and administer appointment and termination of service. Administer HR administration and appointment functions, enhance the correct implementation of personnel administration. Process and administer allowances (e.g. housing, overtime, ling service). Process pay progression, grade progression, recognition of qualification, and confirmation of probation. Monitor PERSAL system including personnel and salary controllers. Ensure that all PERSAL users are properly trained. Evaluate and recommend to the PERSAL controller, changes to system in line with the System Change Control (SCC). Ensure continuous training for all PERSAL users. Process and administer leave. Manage the capturing of leave on PERSAL, manage leave audits, and analyse leave trends. Monitor HR information. Provide information in respect of utilization of the PERSAL system, provide managerial HR oversight report, authorize transaction on PERSAL and prepare and consolidate all HR reports. Manage risk, audit and resources. Ensure that risks are identified and mitigated, evaluate and monitor performance and appraisal of employees as well as allocate and ensure quality of work. Address HR administration enquiries and guide and advise the department on HR administration matters. Ms E Shibambo Tel No: (012) 3958154

ENQUIRIES :
POST 06/14 : **ASSISTANT DIRECTOR: ADMINISTRATION - CCOD REF NO: NDOH 13/2026**
Directorate: CCOD

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus competitive benefits
: Johannesburg
: A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Business Management/Administration and or Public Administration Management. Financial Management and experience in Fund administration will be an advantage. At least three (3) years' experience as a supervisor on (salary level 7) or equivalent level as supervisor. Experience of claims process and administration of benefits, support of governance committees, Stakeholder management and outreach services to claimants. Understanding the application of Government, Departmental and CCOD policies, understanding of compensation claims process, Public Service Regulations as well as knowledge of governmental budgeting and financial principles and practices. Knowledge and application of the Public Finance Management Act and Treasury Regulations, public service regulatory framework, and the South African Constitution. Good communication (verbal and written), planning and organizing, interpersonal, coordination and facilitation, telephone etiquette, ability to work under pressure, independently and with a team as well as stakeholder relations skills. A valid driver's license.

DUTIES : Administer and manage compensation claims ensure an effective service. Assessing registered claims based on legal requirements and medical evidence to determine their validity and the level of compensation. Control of documentations within the unit, Administration of CCOD programs for active and ex-mine workers in accordance with Occupational Diseases in Mines and Works Act. Ensure that stakeholders are properly managed and that all their queries are answered to. Liaise with stakeholders. Make sure that committees are appointed according to legislation, are remunerated as per treasury regulations and proper processes are followed. Management of risk, audit and

- personnel. Put systems in place to minimise risks. Advise and lead supervisors regarding all aspects of the work.
- ENQUIRIES** : Ms T Mama Tel No: (011) 356 5650
- POST 06/15** : **ASSISTANT DIRECTOR: ADMINISTRATION – HEALTH FINANCING AND NHI REF NO: NDOH 8/2026**
Directorate: Health Financing and NHI
- SALARY** : R468 459 per annum, plus competitive benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management/Administration. At least three (3) years' experience as a supervisor on (salary level 7/8) in Office Administration and Financial Management environment. Understanding the application of Government and Departmental policies, understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as Public Service Act. Good communication (verbal and written), planning and organizing, interpersonal, analytical, problem solving and decision making, presentation and facilitation, liaison and coordination, project management, budgeting and financial management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
- DUTIES** : Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to branch coordinators. Manage the flow of documents. Ensure all documents are logged on according to the electronic document management system, ensure that deadlines on submission are adhered to Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.
- ENQUIRIES** : Ms M Munsamy Tel No: (012) 395 8139
- POST 06/16** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 20/2026**
Chief Directorate: Communication and Stakeholder Management
- SALARY** : R468 459 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate and NQF 6 Office Administration/ Office Management/Public Management/Public Administration/ Business Management/ Business Administration or related Administration qualification as recognized by SAQA. At least three (3) years' experience in office administration and financial management at a supervisory level (Salary 8). Experience in communication environment will be an advantage. Knowledge and understanding of the legislative framework governing the Public Service. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), strategic capability and leadership, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.
- DUTIES** : Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
- ENQUIRIES** : Mr F Mohale Tel No: (012) 395 8180

- POST 06/17** : **ADMINISTRATIVE OFFICER REF NO: NDOH 10/2026 (X2 POSTS)**
 Directorate: HIV AIDS Care & Support
 Directorate: Child and School Health
- SALARY** : R325 101 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and Bachelor's degree (NQF 6) qualification in Office Administration / Management or Business Management/Administration / and or Public Administration/Management. At least two (2) years' experience in the field of Administration. Knowledge of departmental procedures regarding finances and budgeting. In-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the public service. Knowledge of the PFMA, treasury regulations and LOGIS systems. Good communication (verbal and written), problem solving and analytical, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
- DUTIES** : Control of documentation within the unit. Manages the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Administer HRM functions. Prepare submissions on vacant posts and appointment of staff and arrange interview sessions. Assist in administer the unit's budget and conditional grant reports. Compile expenditure reports. Allocate budget to activities in the operational plan. Maintain a filing system to the unit. File and tracing of files/documents when required, update filing system regularly. Arrange meetings, workshops, functions and accommodation and travel for officials. Administer safekeeping of goods delivered and received. Filing order forms and invoices.
- ENQUIRIES** : Dr M. Manganye Tel No: (012) 395 - 9276
- POST 06/18** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 7/2026**
 Directorate: Human Resource Administration
- SALARY** : R325 101 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and PERSAL Introduction course certificate. At least three (3) years' experience required in HR environment. Knowledge of duties, practices as well as the ability to capture data, and operate computer in a HR environment. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of HR provisioning (job scheduling, appointments, Transfers, Absorptions, promotions and retention of service). Processing of pay progressions, performance bonuses, grade progressions, recognition of qualification and confirmation of probation. Implement conditions of services (housing/rental allowances, state guarantees, injury on duty, overtime, long service awards, RWOPS, pension, resettlement, allowances and structuring of MMS/SMS package). Leave management and termination of service. Handle Human Resource administration enquiries. Supervise human resource/staff, allocate and ensure quality of work, personnel development well as assess staff performance. Consolidate and verify reports on HR administration issues and statistics.
- ENQUIRIES** : Mr D Morodi Tel No: (012) 395 8581
- POST 06/19** : **SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 21/2026**
 Directorate: Asset, Fleet, Travel and Accommodation Management
- SALARY** : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Logistics/ Assets/Finance/Accounting/Supply Chain Management will be an advantage. Experience in supply chain management environment will be an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic

- knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Good communication (verbal and written), time management, leadership, teamwork interpersonal relations, and computer skills (MS Office package).
- DUTIES** : Render travel and accommodation management clerical services. Capture all travel and booking request on transport system. Render asset management clerical support. Compile and maintain records (e.g. assets records/databases). Handle risk and audit query. Capture journals for misallocation, compiling and avail monthly reconciliation records to be submitted to finance section.
- ENQUIRIES** : Mr M Mahlangu Tel No: (012) 395 9372
- POST 06/20** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NDOH 11/2026 (X2 POSTS)**
Directorate: Affordable Medicines
Directorate: Traditional Medicines
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, (plus competitive benefits)
: Pretoria
: Grade 12 certificate (NQF4). Experience in office administration will be an advantage. Knowledge of clerical duties as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, planning, organizing and computer skills (MS Office package).
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Provide supply chain clerical support services within the Chief Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the Chief Directorate. Maintain a leave register for the Chief Directorate. Provide financial administration support services in the Chief Directorate. Capture and update expenditure in the Chief Directorate.
- ENQUIRIES** : Ms K Rampou/Mr F Mbedzi Tel No: (012) 395 8139/8289
- POST 06/21** : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NDOH 16/2026**
Directorate: Financial and Management Accounting
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, (plus competitive benefits)
: Pretoria
: Grade 12 certificate (NQF4). Certificate in Office Administration will serve as an advantage. Experience in office administration in finance environment (payroll) will be an added advantage. Basic knowledge of administration duties, practices as well as the ability to capture data and operate computer. Basic knowledge of storage and retrieval procedures in terms of the working environment and understanding of the work in administration/registry. Knowledge of record keeping and filing. Good communication (verbal and written), planning, organizing, interpersonal relations and computer skills (MS Office package).
- DUTIES** : Render an effective filing and record management services. File salary related documentations and binding of item analysis statement. Draw and safeguarding of salary files. Draw all salary files requested by officials within the Division: Salaries and keep follow-up of return. Open a new file for new appointments. Handle incoming and outgoing correspondence. Sort the files and payslip according to RFI'S request and forward requested information to supervisor. Maintain filing system and handle risk and audit queries. File required documents in accordance with relevant prescripts. Update filing system and ensure safekeeping of information.
- ENQUIRIES** : Ms G Mawela Tel No: (012) 395 8695
- POST 06/22** : **SWITCHBOARD OPERATOR REF NO: NDOH 22/2026**
Directorate: Support Services
- SALARY CENTRE** : R193 359 per annum, (plus competitive benefits)
: Pretoria

- REQUIREMENTS** : Grade 12 certificate (NQF4). Knowledge of telephone etiquette and Batho Pele principles. Good communication (verbal and written), creativity, listening, interpersonal and computer skills (MS Office package).
- DUTIES** : Operations of the PABX system. Manage the switchboard and attend all incoming and outgoing calls. Ensure safeguarding of government property. Manage switchboard equipment and maintain telephone list. Commitment of values1 processes/procedures internal and external to the department. Solve caller's problems that are related to the DOH services and disseminate information. Ensure proper people management. Screen all incoming and outgoing calls.
- ENQUIRIES** : Ms S Vilane Tel No: (012) 395 9374
- POST 06/23** : **SUPERVISOR: CLEANING SERVICES REF NO: NDOH 15/2026**
Directorate: Support Services
- SALARY** : R193 359 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : ABET level 4 (Grade 9). At least two (2) years' experience in cleaning services. Knowledge of cleaning and preparation of tea/coffee, personal hygiene and basic English proficiency. Basic communication (written and verbal) and interpersonal relationship skills.
- DUTIES** : Oversee cleaning services of offices, corridors, general kitchen, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Make a requisition and issue cleaning materials. Supervise cleaners. Provide administrative and related functions, guidance and advice to cleaners as well develop and update the cleaning roster.
- ENQUIRIES** : Ms S Vilane Tel No: (012) 395 9374
- POST 06/24** : **MESSENGER REF NO: NDOH 14/2026 (X2 POSTS)**
Directorate: Support Services
- SALARY** : R138 486 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 10 certificate or equivalent (NQF level 2). Good communication (written and verbal), people skills, organizational, client orientation and customer focus as well as computer (MS package) skills. Ability to work well under pressure, independently and in a team.
- DUTIES** : Perform messenger functions. Sort and arrange correspondences in the registry, record and control correspondences register, sort mail, files, documents and parcels. Ensure that items collected are sealed and addressed, deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms S Vilane Tel No: (012) 395 9374

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Lephalale TVET College)
(Taletso TVET College)**

ERRATUM : Kindly note that the following posts advertised in the Public Service Vacancy Circular 05 dated 13 February 2026. Assistant Director: Certification Services with Ref No: DHET40/02/2026 and Secretary to the Director: Policy, Research and Evaluation with Ref No: DHET92/02/2026 has been withdrawn. Security Officer with Ref No:110/02/2026 was advertised with incorrect total number of vacant posts which correct number is two (2) Security Officer. Additional link to apply <https://z83.ngnscan.co.za/login>

OTHER POSTS

POST 06/25 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: LEPTVET 01/2026**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), excluding benefits
: Central Office
: Matric or NCV Level 4 Certificate plus a recognized Diploma in Human Resource Management/Public Management or related qualification at NQF Level 6. A minimum of 3 years' supervisory experience in Human Resource Management field. Sound Knowledge and understanding of PERSAL System. Sound knowledge and understanding of prescripts governing the TVET sector including amongst others CET Act etc. Good understanding and interpretation of Public Service prescripts i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and other HR related prescripts. Good understanding of PSCBC, ELRC and GPSSBC resolutions. Knowledge and understanding of Human Resource Management, Administration and Development processes and procedures. Good administrative skills, good report writing skills, financial management skills, project management skills, people management skills, good analytical skills, research skills, good communication and interpersonal skills, planning and organizing skills, leadership skills, presentation and facilitation skills. Advanced Computer Literacy. A valid Driver's Licence.

DUTIES : Oversee Human Resource Management and Administration services by managing conditions of services (Leave, Housing, Medical Aid, Injury on duty, Long service recognition, overtime, relocation, retirement, pensions, transfers, allowances etc.). Oversee the recruitment and selection processes as per departmental delegation (advertisement, shortlisting, interviews, security vetting, reference check, verification of qualifications) are coordinated within the stipulated timelines. Manage HR personnel records. Oversee Human Resource Development services by rendering bursary administration, internship and Work Integrated Learning (WIL). Conduct Induction for the newly appointed staff. Coordinate and facilitate the training interventions. Develop and implement Workplace Skills Plan (WSP). Administer Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate organizational development services by designing, reviewing, and implementing the College's organizational Structure. Facilitate the development of Job Descriptions. Coordinate Job Evaluation of posts and submit to the department. Conduct work-study and business process re-engineering and facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services by developing, coordinating, implementing, monitoring and reviewing the college HR Plan. Develop, coordinate, implement, monitor and review the college EE Plan. Provide reports on HR and EE plans to management and relevant structures. Provide efficient labour relations services by promoting labour peace and a healthy organizational culture. Provide Employee Health and Wellness (EHW) services through implementation of wellness programmes for the college. coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programmes. Promote sport activities to encourage physical fitness and healthy lifestyle. Develop and

		implement Human Resource related policies and manuals. Manage human, financial and other resources in the section.
<u>ENQUIRIES</u>	:	Mr MA Mabje / Ms MN Morena Tel No: (014) 753 490 / 014 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za . No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr MA Mabje / Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	06 March 2026 at 14:00
<u>POST 06/26</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT</u> <u>REF NO: LEPTVET 02/2026</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized National Diploma in Internal Auditing or equivalent qualification at NQF Level 6. Degree in Internal Audit will serve as an added advantage. Must be registered with a professional Council (Institute of Internal Auditors) A minimum of 3 years' supervisory experience in Internal Auditing/ Risk Management environment. Experience in the development of policies/ implementation strategies. Knowledge of relevant prescripts, legislation and regulations such as CET Act, Public Sector Risk Management Framework, PFMA, Treasury Regulations and Internal Auditing Standards. Ability to work under pressure, presentation skills, diversity management skills, project management skills, Planning and organizing, financial management skills, report writing skills, good communication skills, problem solving skill, computer literacy, analytical skills, client oriented, project management, team leadership, people management, client service focus, integrity, committed, proactive and loyal. Valid Driver's License.
<u>DUTIES</u>	:	The preparation and execution of the internal audit plan. The provision of secretarial support services to the audit committee. Develop, review and monitor the implementation of risk, fraud, ethics and integrity policy. Provide Risk Management services. Management of staff development.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 22522
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za . No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr MA Mabje / Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but

must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

- CLOSING DATE** : 06 March 2026 at 14:00
- POST 06/27** : **SENIOR QUALITY MANAGEMENT OFFICER REF NO: LEPTVET 04/2026**
- SALARY** : R397 116 per annum (Level 08), excluding benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma in Quality Management/ Internal Audit or any equivalent qualification at NQF Level 6. A minimum of 3 years' work experience in Quality Management System/ Internal Auditing/ ISO training. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO Standards, Quality Management System, etc. and Internal Audit. Knowledge and understanding of Quality Management System reporting processes and procedures. Knowledge and understanding of the application of Public Service legislative framework. Good administrative skills, good report writing skills, project management skills, analytical skills, good communication and interpersonal skills, planning and organizing skills. Computer Literacy. A valid Driver's Licence will be an added advantage.
- DUTIES** : Ensure overall supervision and conduct customer satisfaction surveys for the college. Ensure overall supervision, schedule and conduct management reviews for the college. Ensure overall supervision, prepare and conduct SABS surveillance Audits/Recertification Audits for the college. Ensure overall supervision and provide administrative duties and adhere to policies. Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings.
- ENQUIRIES** : Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 22522
- APPLICATIONS** : Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.
- FOR ATTENTION** : Mr MA Mabje / Ms MN Morena
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical

exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

- CLOSING DATE** : 06 March 2026 at 14:00
- POST 06/28** : **PLACEMENT OFFICER REF NO: P.O/03/02/2026**
- SALARY** : R325 101 - R382 959 per annum (Level 07), excluding benefits
CENTRE : Central Office – Mafikeng Town
REQUIREMENTS : Senior Certificate, Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. Minimum of 1-2 years relevant experience in employment services/ Administration environment. Computer Literacy. Valid drivers' license. Knowledge & Skill: Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Placement.
- DUTIES** : Facilitate the placement of students, Conduct job readiness training programmes. Liaison with commerce industry/workplace and other relevant stakeholders. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic report and statistics, Monitoring and evaluation of work placement practices. Conduct student work-based assessment.
- ENQUIRIES** : Ms K.L Mooka/Ms M.A Matokong/ Ms M.E Tlhako Tel No: (018) 384 2341
APPLICATIONS : centraloffice.recruitment@taletso.edu.za or hand delivery at HR Office, Kgora building Taletso TVET College, Dr Albert Luthuli Drive next to SABC, Mmabatho.
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Application form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). the department have the right not to appoint. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment
- CLOSING DATE** : 06 March 2026 (at 14h00) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 06/29 : **HUMAN RESOURCE CLERK REF NO: LEPTVET 06/2026**

SALARY : R228 321 per annum (Level 05), excluding benefits

CENTRE : Central Office

REQUIREMENTS :
 Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma in Human Resource Management/Public Management or equivalent qualification at NQF Level 6. A minimum of 1-year work experience in Human Resource Management environment or related field will be an added advantage. Knowledge of Human Resource Administration Processes. Knowledge of PERSAL system. Knowledge of HR prescripts and regulations. PERSAL System Certificates (Introduction to PERSAL, Leave and Personnel Administration) will be an added advantage. Ability to communicate well with people at different levels and from different backgrounds. Ability to work as a team and under pressure. A valid driver's license will be an added advantage.

DUTIES : Assist in the provision of conditions of service and Human Resource Records Management. Render support in the provision of recruitment and selection services. Provide administrative support on Labour Relations matters in the college. Assist in the implementation of Performance Management Development System and Integrated Quality Management System. Coordinate training for the college staff. Assist with the provision of Employee Health and Wellness services in the college.

ENQUIRIES : Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

APPLICATIONS : Applications must be mailed timeously to Private Bag X210, Lephale, 0555 or hand delivered or couriered to Lephale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.

FOR ATTENTION : Mr MA Mabje / Ms MN Morena

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

CLOSING DATE : 06 March 2026 at 14:00

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 06 March 2026

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity. EE Requirements: People with Disabilities, Youth, unemployed Graduates and Woman are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.

OTHER POSTS

POST 06/30 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 4/26/1 (X3 POSTS)**
Directorate: Drafting
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY : R586 956 - R1 386 972 per annum (MR-6), (a basic salary package). Salary will be in accordance with the Occupation Specific Dispensation for Legally Qualified Personnel.

**CENTRE
REQUIREMENTS**

: Head Office: Tshwane
: An LLB degree as recognized by SAQA. 8 Years' relevant post-qualification legal experience is required; of which 3 or more years' experience in a Legislative Drafting environment will serve as an added advantage. Admission as an Attorney or Advocate will also serve as an added advantage. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Knowledge of the Promotion of Access to Information Act, 2000 ("PAIA") and Regulations. Knowledge of the Protection of Personal Information Act, 2013. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills: Writing/drafting of legal documents. Computer literacy. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Drafting of new or amending of existing legislation (both primary and secondary legislation) administered by the Department. Seeing Bills through the legislative process in Parliament. Engagement with the Office of the Chief State Law Adviser: Department of Justice and Constitutional Development ("OCSLA") on the drafting of new or the amending of existing legislation pertaining to the Department. Provide verbal and written legal opinions relating to all pieces of legislation (both primary and secondary legislation) administered by the Department, as well as any other legislation, as and when requested to do so, including requests for access to information submitted in terms of PAIA. Scrutinise or draft International Agreements and/or Memoranda of Understanding involving the Department. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr BC Mathatho Tel No: (012) 406 4250
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or legalrecruitment@dha.gov.za

POST 06/31

: **ASSISTANT DIRECTOR: IMMIGRATION SERVICES- INSPECTORATE REF NO: HRMC 4/26/3 (X1 POST)**

This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 - R686 091 per annum (Level 10), (a basic salary)
: Gauteng: Large Office: Johannesburg
: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Paralegal or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' supervisory experience in a Law Enforcement, Legal or Security environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, Criminal Prosecution Act and relevant Regulations. Knowledge of International treaties. Knowledge and

understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license (Code C1). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Working extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Innovation. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Decision making and initiating action. Accountability. Record and time management. Attention to detail. Team work. Diplomacy. Planning and organising. Coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks. Ensure the effective implementation of Inspectorate services, and applicable legislation. Manage Inspectorate operations management. Provide advice and recommendations on immigration transgressions. Liaise with Central Law Enforcement regarding priority and high profile cases. Participate in the development and implementation of policies, procedures, directives, acts and regulations. Monitor and ensure the effective implementation of standard operating procedures. Ensure effective risk and compliance management. Implement governance processes, frameworks and procedures. Coordinate and manage relevant projects within the Unit to ensure that projects are implemented to best-practice standards in terms of time, quality and budget. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.

POST 06/32 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 4/26/2**
 This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY : R468 459 - R551 823 per annum (Level 09), (a basic salary)
CENTRE : Free State: Provincial Manager's Office
REQUIREMENTS : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognized by SAQA. 3 Years' experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Programme and project management. Ability to meet deadlines. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the province. Represent the Province at all disciplinary hearings. Provide expert advice in the province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process

in the Province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on a weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES
APPLICATIONS

- : Free State: Ms V Molefi Tel No: (051) 410 3912
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Free State: Physical Address: 40 Victoria Street Willows, Bloemfontein, 9301

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

<u>CLOSING DATE</u>	:	09 March 2026
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 06/33</u>	:	<u>DIRECTOR: FAMILY ADVOCATE REF NO: 55/26EC</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of The Family Advocate, Port Elizabeth
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Admitted as an Advocate / Attorney with right of appearance in the High Court; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, constitutional law, criminal law, intellectual property evidence and African Customary Law. Muslim

Personal Law, Private International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Computer literacy.

DUTIES : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Provide effective people management.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/34 : **DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 26/14/LD**

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : An appropriate legal qualification (NQF 7 level) as recognized by SAQA; 5 years' experience at a middle/senior managerial level in a legislation development environment; Admitted as a Legal Practitioner; Nyukela Certificate is required for all SMS positions before appointment (Certificate for entry into the Senior Management Services from the National School of Government) (NSG); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decision; Knowledge of legislative drafting, Law, Public Service and its governance, Constitutional Law services and Criminal cases. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.

DUTIES : Key Performance Areas: Manage the implementation of primary legislation; Manage the implementation of secondary legislation; Manage the development and submission of socio-economic impact assessments; Co-ordinate the review of legislation to achieve better social, environment and economic outcomes as highlighted by stakeholders; Manage human, finance and other resources.

ENQUIRIES : Ms. M. Kganyago Tel No: (012) 315 1884
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

POST 06/35 : **FAMILY ADVOCATE (LP7 - LP8) (X5 POSTS)**

SALARY : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Cape Town Ref No: 13/2026/FA/WC (X3 Posts)
 Mitchells Plain Ref No: 14/2026/FA/WC (X1 Post)
 Worcester Ref No: 15/2026/FA/WC (X1 Post)

REQUIREMENTS : An LLB Degree or recognised 4-year legal qualification; Five (5) years appropriate post qualification litigation experience; Admission as an Advocate;

Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and writing); Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills; Attention to detail; Diversity management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.

ENQUIRIES : P Paraffin Tel No: (021) 462 5471
APPLICATIONS : Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION : Ms P Paraffin
NOTE : Shortlisted candidates will be required to submit service certificates to determine salary in accordance to experience. Separate application must be made quoting the relevant reference number.

POST 06/36 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 49/26EC**

SALARY : R896 436 – R1 055 958 per annum, (all -inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office: East London
REQUIREMENTS : An NQF level 6 qualification as recognized by SAQA in Labour Relations/ Labour Law/ LLB; A minimum of 3 years' experience in Labour Relations environment at managerial (Assistant Director) level; Knowledge of Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act (EEA), relevant labour laws policies and procedures; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills And Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership.

DUTIES : Key Performance Areas: Develop and monitor the implementation of Labour Relations policy and strategy; Conduct misconduct and grievances; Conduct and handle dispute resolutions; Coordinate, facilitate the collective bargaining processes; Develop and maintain relations/ partnership with relevant stakeholder; Manage human, finance and other resources.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/37 : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR6): SEXUAL OFFENCES MATTERS REF NO: 26/13/CA**

SALARY : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: An LLB qualification; A minimum of 8 years' appropriate post qualification legal experience; Knowledge of the South African Legal system, legal framework sexual offences and the Presidential Summit Declaration against Gender-based Violence and Femicide (GBVF) of 2019 and its National Strategic Plan; Knowledge of the legal system and GBVF sector; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act; Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research and drafting; Project management; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Problem resolving and decision making; Planning and organising; Team leadership.

DUTIES : Key Performance Areas: Manage the implementation of International, Regional and Domestic legal frameworks on the management of sexual offences matters; Facilitate stakeholder management for a cohesive and coordinated implementation of interventions against sexual offences; Manage the development and implementation of initiatives and programmes on sexual offences; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr. S Kgafela Tel No: (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/38 : **COURT MANAGER REF NO: 37/26EC**

SALARY : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office: Engcobo
: An undergraduate National Diploma (NQF 6 level) /Degree qualification as recognized by SAQA in Public Administration / Management / Law / Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management.

DUTIES : Key Performance Areas: Support case-flow management; Manage the financial resources of the office; Manage the Human resources of the office; Manage the procurement and office facilities; Manage risk and security of the office; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

POST 06/39 : **MANAGER: COURT INTERPRETING REF NO: 09/2026/WC**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, George

- REQUIREMENTS** : NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
- ENQUIRIES** : Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>
- FOR ATTENTION** : Ms P Paraffin
- POST 06/40** : **ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: 01/26/LMP**
This is a re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : An NQF level 6 qualification as recognized by SAQA in Human Resource Management / Public Management/ Industrial and Organisational Psychology; A minimum of 3 years' experience in Human Resource Management environment at a supervisory level; Knowledge of PERSAL System, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Good Communication skills (written and verbal); Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Ability to work under pressure and be self motivated; Strong analytical skills and good decision making skills; Project management; Team Leadership; Personal attributes; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Coordinate the administration of recruitment, selection process and appointment of the employees; Provide inputs on the development of the annual recruitment plan and implement thereof; Facilitate and compile job advertisements, Serve as secretariat and provide advice during recruitment process; Facilitate or execute recruitment process in compliance with internal recruitment procedures and employment equity plan; Facilitate or execute the selection process (screening , shortlisting, interviews) including personnel suitability checks; Draft appointment letter(s) and contracts in respect of appointed candidate(s) and facilitate the signing off; Facilitate or capture appointment of nominated candidates on PERSAL; Ensure new appointees are inducted.
- ENQUIRIES** : Mr M D Chauke Tel No: (015) 287 2080 or Ms M R Phalane Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>

- POST 06/41** : **ASSISTANT DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES: REF NO: 26/12/DG**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Management/ Disability studies/ Law/ Social Sciences and Public Policy; A minimum of 3 years' experience of which 2 years should be at supervisory level; Knowledge and understanding of Government prescripts, Public Finance Management Act, Public Service Regulations; Understanding of court processes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate programmes for gender mainstreaming, youth and persons with disabilities; Review Departmental programmes in line with legislation for the promotion and empowerment of women, youth and persons with disabilities; Advance and promote the empowerment and participation of women, youth and persons with disabilities; Facilitate statutory reporting and compliance; Manage human, finance and other resources.
- ENQUIRIES** : Mr. R. Chauke Tel No: (012) 315 – 1329
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/42** : **ADMINISTRATIVE OFFICER (X5 POSTS)**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Sterkstroom Ref No: 38/26EC (X1 Post)
Magistrate Office: Burgersdorp Ref No: 39/26EC (X1 Post)
Magistrate Office: Lusikisiki Ref No: 40/26EC (X1 Post)
Magistrate Office: Ngqeleni Ref No: 42/26EC (X1 Post)
Magistrate Office: Dutywa Ref No: 59/26EC (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- REQUIREMENTS** : Three-year National Diploma/ Bachelor's Degree in Public Administration / Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP). Skills and Competencies: Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations. People management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Mr A Jilana Tel No: (043) 702 7000 / 7010 OR Mr, W Ndamase Tel No: (043) 702 702 7000/7133
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number

- POST 06/43** : **COURT INTERMEDIARY REF NO: 48/26EC**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Humansdorp
 : A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license: Knowledge of any foreign languages will be an added an advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES APPLICATIONS** : Mr W Ndamase Tel No: (043) 702 702 7000/7133
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/44** : **LABOUR RELATION OFFICER REF NO: 50/26EC**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office: East London
 : An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills and Competencies: Concern of others; Creative thinking; Planning and organizing; Decision making; Diversity citizenship; Organisational communication (verbal and written) skills; Problem analysis, Computer literacy. Managing interpersonal conflict and resolving problems; Report writing skills.
- DUTIES** : Key Performance Areas: Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>

<u>POST 06/45</u>	:	<u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Mthatha Ref No 54/26EC (X1 Post) Magistrate Office: Mdantsane; Ref No 58/26EC (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skills; Ability to work under pressure; Attention to detail; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129 or Mr. Nofemela Tel No: (043) 702 7000 / 7135
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 06/46</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR3-MR5): LEGAL PROCESS REF NO: 26/03/LD</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African legal system, legal practices and related spheres with specific reference to Civil litigation and the Law of Contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Process the receipts of Presidential pardons, expungement and section 327 applications; Provide reports and feedback on Presidential pardons, expungement and section 327 applications; Conduct legal research on principles and case law relevant to the matters; Draft legal documents the provide clear motivation; Manage stakeholder relations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr M Mokoena Tel No: (012) 744 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 06/47</u>	:	<u>LEGAL ADMINISTRATION OFFICER:(MR1 - MR5) REF NO: 26/07/MFLS</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria

- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification. Knowledge of the Constitution, Public Finance Management, Mediation in certain Divorce matters; Domestic Violence Act, Maintenance Act, Children's Act. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Team leadership; Computer literacy.
- DUTIES** : Key Performance Areas: Administer and report on the implementation of Hague Convention on Civil aspects of International Child Abduction; Administer related accession of contracting states; Provide support on the institutional performance and strategies for Family Advocate cases; Manage Stakeholder relations for the Family Advocate; Conduct research that will provide information and case law relevant to the Family Advocacy.
- ENQUIRIES APPLICATIONS** : Ms. A. Van Ross Tel No: (012) 315 – 1094
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : A current certificate of good standing from the relevant law Society must accompany the application.
- POST 06/48** : **COURT INTERPRETER (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: East London Ref No 43/26EC (X1 Post)
Magistrate Office: Ngqeleni Ref No 44/26EC (X1 Post)
- REQUIREMENTS** : NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages (preference will be given to languages used in area (Xhosa, Afrikaans, Sotho) as well as sign language; The following will serve as an added: Practical experience and a valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
- ENQUIRIES APPLICATIONS** : Ms Msimang Tel No: (043) 702 7000 / 7136
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/49** : **ACCOUNTING CLERK REF NO 52/26EC**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, East London
- REQUIREMENTS** : Grade 12 or equivalent qualification. Knowledge and understanding of financial legislation, Prescripts and Procedures; Knowledge of Basic Operating System (BAS), Justice Yellow Page (JYP), PERSAL; Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR) and Preferential of Procurement Policy Framework Act (PPFFA); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills and Competencies: Computer literacy; Good communication skills (Written & verbal); Creative and analytical; Planning and Organizing; Problem solving and conflict Management; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render financial accounting transactions; Perform salary administration support; Perform bookkeeping support services; Render a budget support service.
- ENQUIRIES** : Ms. C Williams Tel No: (043) 702 7000 / 7131

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/50** : **HUMAN RESOURCE OFFICER REF NO: 51/26EC (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, East London
- REQUIREMENTS** : Grade 12 or equivalent qualification; Knowledge of human resource duties, practices as well as the ability to capture data and operate computer; Understanding of the of the legislative framework governing the Public Service; Knowledge of procedures in terms of the working environment. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Good organizing skills; Organizational abilities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.
- ENQUIRIES** : Ms. C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/51** : **ADMINISTRATION CLERK (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Vredenburg Ref No: 12/2026/WC (X1 Post)
Magistrate Office: Graaff-Reinet Ref No: 45/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES** : Western Cape: Mr A Knowles Tel No: (021) 462 5471
Eastern Cape: Ms. C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : **Western Cape:** Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu> For Attention: Cape Town: Ms P Paraffin
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 06/52** : **MESSENGER (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Peddie Ref No 46/26EC (X1 Post)
Magistrate Office: Tabankulu Ref No 47/26EC (X1 Post)
- REQUIREMENTS** : Grade 10/ Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.

- DUTIES** : Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
- ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 702 7000/7133
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/53** : **TELECOM OPERATOR (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Paarl Ref No: 10/2026/WCX (X1 Post)
Master of The High Court: Grahamstown Ref No: 53/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
- DUTIES** : Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
- ENQUIRIES** : Western Cape: Ms W Nguyuza Tel No: (021) 462 5471
Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : **Western Cape:** Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu> For Attention: Ms P Paraffin
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 06/54** : **SECURITY OFFICER REF NO: 11/2026/WC**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Goodwood
- REQUIREMENTS** : Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
- DUTIES** : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
- ENQUIRIES** : Mr A Knowles Tel No: (021) 462 5471
- APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>
- FOR ATTENTION** : Ms P Paraffin

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** :
- Constitutional Court: Braamfontein/ Judicial Support Services:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Sontseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Eastern Cape/Bhisho/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- North West/ Mmabatho/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- CLOSING DATE** :
- NOTE** :
- 06 March 2026
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record,

financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

- POST 06/55** : **CHIEF REGISTRAR REF NO: 2025/405/OCJ**
- SALARY** : R586 956 – R 1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Mthatha
 : Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience as a Registrar, A valid driver's license. An LLM Degree will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Computer literacy; Excellent communication skills (verbal and written). Report writing skills; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organising and Control; Problem solving and decision-making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in

		order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/405/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 06/56</u>	:	<u>OFFICE MANAGER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2025/404/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of The High Court
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a. three-year National Diploma/Degree in Office Administration/Management or relevant qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' relevant experience in an office administration environment. A valid driver's license. An LLB degree will be an added advantage. Managerial/supervisory experience in the legal field will be an added advantage. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent communication skills (verbal and written). Ability to interpret the law. Legal writing/drafting /legislative drafting skills. Knowledge of electronic information resources and online retrieval. Strong leadership and management capabilities. Computer literacy (MS Office). Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Ability to work long hours and under pressure. Meticulousness.
<u>DUTIES</u>	:	Manage the office of the judge president. Support the judge president in communication with all stakeholders. Management and supervision of judges' support staff and operations. Oversee the administration within the Office of the Judge President and follow up on the judge president's instructions to ensure prompt execution by relevant operational units at the court. Liaise with all stakeholders in the department, Heads of Court, senior managers, judges, national office, legal professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the judge president and disseminate complex information to all relevant stakeholders. Compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines. Manage all the logistical arrangements for the judge president's meetings. Coordinate the submission of meeting reports and circulate thereafter. Provide secretariat support in meetings chaired by the judge president. Ensure the correct application of regulations, resolutions, policies or any other legal source. Execute any duties assigned by the Judge President or a Judge designated by the Judge president.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523
	:	HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/404/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 06/57</u>	:	<u>STATISTICAL OFFICER REF NO: 2025/406/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08), (The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu- Natal Division of The High Court: Durban
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a. National Diploma in Statistics/ Mathematics/ Economics/ Econometrics/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA. A minimum of two years working experience in a statistical environment. Shortlisted candidates will be required to take a pre, entry technical test. A driver's license and experience in a court environment will be added, advantage, Skills and Knowledge: Knowledge and understanding of the legislative framework, governing the public service, Knowledge of working procedures in terms of the working, environment, Knowledge of relevant policies and strategies Excellent Communication skills, (written and verbal), good presentation/facilitation skills, sound interpersonal

<u>DUTIES</u>	:	skills, Problem, solving and analysis skills. Decision making skills, Computer literacy skills, Planning and, organizing skills, Numerical skills, Statistical analysis and Report writing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Collate, analyze, interpret statistics and advise management on findings. Apply standing instructions, policies, and procedures/guidelines for the interpretation of data. Analyse data by identifying trends and patterns specific to the Region. Process information and data received. Package the analysed data as per requirements. Update and assure quality information input on database. Maintain database which contains various datasets. Coordinate training of data collectors and the development of training manuals. Develop and review collection guidelines and training manuals. Develop training plans and standardized training manuals for data collection. Perform detailed analysis and interpretation of statistical data Coordinate training in data processing procedures. Coordinate the development of training manuals. Administer data collection instruments and surveys within the Region. Consolidate data provided by the Judges' secretaries and Registrars. Verify and quality check the data provided. Ensure to follow-up on any outstanding data. Establish channels for the collection of data within the Region. Conduct Verification of Quasi - Judicial files and Judiciary information validation of monthly, quarterly and annual figures. Verify Quasi-Judicial files against the tool. Verify the court rolls against the information provided on the judges' secretary's tool, Verify the Reserve Judgements files against the tool.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mrs K Marais Tel No: (031) 492 4699 HR Related enquiries: Ms SZ Mvuyana Tel No. (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/406/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 06/58</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/407/OCJ</u> (One (1) Year Contract)
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a. A Grade 12 Certificate (NQF4). A Minimum of 2 years secretarial experience or as an office assistant. A valid Driver's license. Knowledge of Case-lines, Court Online. Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Ability to meet strict deadlines , To work under pressure, Attention to detail, Customer service skills, Excellent Typing skills including Dictaphone typing, Ability to Maintain Confidentiality, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English.
<u>DUTIES</u>	:	Provide Secretarial support to the Judiciary. Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Provide support functions to Civil, Criminal and Review matters/courts and case allocations in chambers. Ensure that the court files are ready and Judge has all the documents in the file on time as per duty roster. Ensure that all files received from various section(s) are verified by the Registrar of that section. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as the office of the Judge President when judgement has been handed down. Ensure that the transcribed judgements from transcribers reach the Judges for approval and signature. Prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders and received filled and verified. Inform all parties involved via email and or telephonically of time and

date when reserved judgements will be handed down. Provide support functions to civil / criminal courts (main court and circuit courts). Ensure that the bench book of the Judge is prepared and files are in court before the commencement of court proceedings. Ensure that all stakeholders involved are present in court before commencement of proceedings. Ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. Ensure that the correct Oath ID or declaration is administered in court when required. Ensure that the exhibits are handed, controlled and noted professionally and captured accordingly. Ensure that the correct order is endorsed on the file and or on Case-lines after it is granted by Judge in Court. Provide administrative support to the Judiciary. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure the submissions of Cell phone and 3G data claims for process purposes. Ensure that court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to

ENQUIRIES : Technical related enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458
HR Related enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

APPLICATIONS : Applications can be sent via email at 2025/407/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/59 : **SECRETARY TO THE DIRECTOR: COURT OPERATIONS REF NO: 2025/408/OCJ**
Re advertisement, Candidates who previously applied are encouraged to re-apply.

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate; no experience is required. Matric or equivalent. No experience required. A valid driver's license, Skills and Competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills, intermediate typing skills, Creative and analytical thinking, good grooming and presentation. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide a secretariat/receptionist support service to the manager (DCO). Provide a clerical support service to the manager (DCO). Provide support to the manager (DCO) regarding meetings. Remain up to date with the prescripts/policies and procedures applicable to the work terrain.

ENQUIRIES : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064/7004
HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004

APPLICATIONS : Applications can be via email to: 2025/408/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 06/60 : **ADMINISTRATION CLERK (DRCS) REF NO: 2025/409/OCJ**

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Applicants should be in possession of a grade 12 (NQF4) certificate or equivalent. No previous experience required and valid Driver's License. Skills and Competencies: Good Communication skills (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations. Team work. The following will serve as an added advantage: court administration or court related functions with regard to court recordings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the posts' technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical

- exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Check the readiness of the court prior the court proceedings. Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine. Capture cases set down on the CRT machine and the court book/J406. Pre- schedule the cases prior to commencement of the court proceedings. Record court proceedings as per the level of court. Add parties details per court appearance and add related annotations for the case type in session. Pause and resume the recorder during court session breaks, and stop at the end of the day. Set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases. Conduct regular backups of data and transfer court recordings at the end of the week. Utilize the headphones to monitor accurate recording of the court proceedings. Attend to request for playback to verify court orders and download to CD/USB. Retrieve and download cases on request. Playback the court recoding to detect any discrepancies on the recordings. Inform the Judge immediately when discrepancies are detected. File and check audio CD's in the strong room/Court Recording Technology office. Submit work performed at the circuit court immediately upon arrival. Update backups of audio CD's. Download CD's for transcription for the running record. Attend to queries relating to court recordings. Arrange own travelling to circuit courts in advance.
- ENQUIRIES** : Technical/HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004
- APPLICATIONS** : Applications can be sent via email to: 2025/409/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 06/61** : **ASSISTANT LIBRARIAN REF NO: 2025/410/OCJ**
- SALARY** : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal, Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate; no experience is required. Matric or equivalent Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Experience in a legal / law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislation. Circulation of legislation (Journals and Government Gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stock taking. Perform any other library administrative duties.
- ENQUIRIES** : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588
HR Related enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS** : Applications can be submitted via email at 2025/410/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity.
- POST 06/62** : **TYPIST REF NO: 2025/411/OCJ**
- SALARY** : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court: Bisho

- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate; no experience All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Safiii).
- ENQUIRIES** : Technical enquiries/ HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be via email to: 2025/411/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity.
- POST 06/63** : **TYPIST REF NO: 2025/412/OCJ**
- SALARY** : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division of The High Court: Mmabatho
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate; no experience All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Safiii).
- ENQUIRIES** : Technical/HR enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004
APPLICATIONS : Applications can be via email to: 2025/412/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity.

POST 06/64 : **USHER MESSENGER REF NO: 2025/413/OCJ**

SALARY : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division of The High Court: Johannesburg
 Applicants should be in possession of ABET or (Equivalent qualification at NQF level 4), Grade 12 or equivalent qualification will be an added advantage No experience required. A driver's License will be an added advantage. a minimum of one (1) year' experience. in general administration will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organizing skills, computer skills (Intermediate). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Escort Judges to court and attend proceedings, call the court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with court-on-line in the courtroom and in the general office, general messenger duties inside and outside of the court, collect and distribute post, parcels, files and documents, Photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

ENQUIRIES APPLICATIONS NOTE : Technical/HR related enquiries, Ms T Mbalekwa Tel No: (010) 494 8515
 Applications can be sent via email to: 2025/413/OCJ@judiciary.org.za
 OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 06/65 : **USHER MESSENGER REF NO: 2025/414/OCJ**

SALARY : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Mthatha
 Applicants should be in possession of ABET or (Equivalent qualification at NQF level 4), Grade 12 or equivalent qualification will be an added advantage No experience required. A driver's License will be an added advantage. a minimum of one (1) year' experience. in general administration will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organizing skills, computer skills (Intermediate). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Escort Judges to court and attend proceedings, call the court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with court-on-line in the courtroom and in the general office, general messenger duties inside and outside of the court, collect and distribute post, parcels, files and documents, Photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

ENQUIRIES APPLICATIONS NOTE : Technical enquiries/ HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
 Applications can be via email to: 2025/414/OCJ@judiciary.org.za
 The Organisation will give preference to candidates in line with the Employment Equity.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 09 March 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 06/66** : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMSB-027**
Overview: To manage the execution of physical security in the Department and to provide professional advice and direction regarding safety and security in the dtic. The role exists to ensure execution of the Minimum Physical Security Standards (MPSS) requirements
- SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 as recognized by SAQA in Security Management / Physical Security & Risk Management and registered with Private Security Industry Regulator Authority (PSIRA) (Grade A). 3-5 years managerial experience in security services in private /public services environment
Requirements: Proven experience managing physical security systems, access control, CCTV, alarms and electronic security. Experience managing contracts with security service providers and concessionaire arrangements. Experience conducting security risk assessments, TSCM (technical surveillance counter-measures) oversight and incident investigations. Experience in event security planning and compliance with SASREA and SAPS event requirements. Experience developing and implementing physical security strategies, policies, SOPs and MPSS-aligned standards. Experience maintaining asset registers for security equipment and managing lifecycle replacements. Experience in preparing security reports, analytics on incidents/alarms and presenting findings to senior management. Stakeholder

management experience with SAPS, SSA, DIRCO, metro police, and other external authorities. Experience supervising security teams and managing training, performance and PSIRA compliance for security staff and contractors. Knowledge of relevant legislation and frameworks (MPSS, MISS, PFMA, Public Service Regulations, PSIRA, Occupational Health & Safety, Firearms Control, SASREA Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985) along with Government Notice 2142 of 6 October 1989, Criminal Procedure Act (51 of 1977), Disaster Management Act, Trespass Act, 1959 (Act No. 6 of 1959)

DUTIES

: Manage Physical Security & Safety of the dtic and its campus/ regional offices: Manage implementation of comprehensive physical security systems to protect staff, premises and assets. Analyse alarms, incident registers and operational data; plan and direct installation and maintenance of electronic security systems (CCTV, access control, X-ray, radios). Manage concessionaire security companies and ensure adequate guarding capabilities across campuses and regional offices. Oversee fire drills, emergency procedures and incident response (including lockdowns); conduct investigations into breaches and report criminal matters to SAPS where required. Ensure licences for registerable equipment (e.g., X-ray machines, radio equipment) are in place and asset registers are maintained. Perform security breach / incident investigations. Develop & Implement Policies, Norms & Standards: Conduct threat / risk assessments and develop appropriate mitigation strategies. Develop and manage departmental physical security policies, guidelines, norms and SOPs aligned to MPSS and legislative requirements. Maintain and update the physical security risk register; coordinate SAPS/SSA audits and ensure resolution of audit findings. Oversee TSCM exercises and manage removal/reporting of illicit surveillance; provide security awareness training and staff induction on security policies. Provide Security Services for Events: Coordinate event security for ministerial and departmental events in compliance with SASREA and SAPS event categorisation. Provide event security guidance and ensure operational requirements are met by venues, organisers and security providers. Stakeholder Management: Build and maintain relationships with SAPS, SSA, DIRCO, metro police, event organisers and other stakeholders to enhance campus and regional security. Support the Security Manager's Committee and liaise with external authorities on security matters. Reporting & Analysis: Compile monthly and quarterly reports on activities, security assessments, incidents and rectification plans. Collate analytics on alarms, breaches and crime trends to develop response plans and lessons learned reports. Prepare close-out reports for events and contribute to management reporting on thefts, losses and security breaches. Sub-Directorate Management: Monitor financial resources and assets of the unit, including oversight of guarding contracts and procurement of security equipment and services. Manage human resources of the sub-directorate, supervise staff, ensure PSIRA registration where applicable and implement performance management processes. Provide inputs into strategic and operational planning and ensure compliance with procurement and governance requirements.

**ENQUIRIES
NOTE**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
 : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males. This position is being re-advertised with minimum requirements now included.

POST 06/67

: **MANAGER: CASE MANAGEMENT & ADMINISTRATION REF NO: SID&ET-094**
 Overview: To manage and develop the case management system, policies, procedures and processes, and to conduct research and report on case trends.

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive remuneration package)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 in Public Administration/Public Management/ Law/ Business Administration/Records Management or relevant qualification. 3-5 years managerial experience in Case Management in private or public sector environment. Requirements: Demonstrated experience in managing cases and administration. Experience in policy and systems development. Working knowledge and experience of the B-BBEE Act. Knowledge of PFMA, National Archive Act / PAIA / PAJA, and King II Report and Corporate Governance. Analytical, report writing and presentation skills. Strong verbal

DUTIES

and written communication skills. Good time and conflict management abilities. Computer literacy (MS Word and Excel). Good project management skills. Planning and organizing skills. Sound interpersonal skills.

: Develop policies and manage case management systems and processes: Conduct research and develop case management policies, processes and procedures. Monitor and ensure implementation and periodic review of case management policies and procedures. Establish and maintain service standards and turnaround times for case handling. System implementation and oversight: Facilitate creation, implementation and continuous improvement of a case management system. Guide stakeholders on the correct use of the system and ensure workflows align with departmental policies and statutory requirements. Monitor movement, registration and tracking of documents and cases. Registry management and archiving: Oversee courier and mailing services and ensure secure distribution of incoming and outgoing correspondence. Maintain a user-friendly registry and develop/maintain the archive system for long-term storage and accessibility. Ensure compliance with records management standards and Commission policies. Case management administration: Maintain compliance with departmental policies, regulatory requirements and applicable legislation (including B-BBEE provisions where relevant). Facilitate effective closure of cases and management of associated documentation. Reporting and analysis: Prepare timely and accurate case statistics, trend analysis and ad-hoc reports for senior management. Report on financial and operational risk related to case management activities. Generate management information to support decision-making. Sub-directorate management: Collate inputs for quarterly and annual reports, business plans and targets. Monitor financial resources and assets of the unit and give input into budget matters. Manage and develop sub-directorate staff, oversee performance management and training.

ENQUIRIES
NOTE

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
: In terms of the dtic's EE requirements, preference will be given to Coloured females, Coloured males and White males and people with disabilities.

POST 06/68

: **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ODG-021**
Overview: To provide administrative and technical support in advising the dtic branches in identifying, assessing and evaluating risks that could prevent the achievement of business objectives.

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Sunnyside, Pretoria
: A qualification at NQF level 7 in Risk Management / Public Administration / Commerce / Finance / Internal Auditing. 3-5 years' experience in Risk Management in public or private sector environment. Key Requirements: Experience facilitating risk identification and assessment for business units or branches. Proven ability to develop and update risk registers and project risk registers. Experience drafting quarterly risk management templates and reports. Experience reviewing and analysing branch reports to identify recurring risks and trends. Experience delivering risk-awareness training and capacity-building workshops. Knowledge of risk governance frameworks and experience supporting risk committees. Experience coordinating responses to internal and external audit findings related to risk. Ability to conduct applied research and provide inputs to risk management policy and strategy. Experience in drafting risk appetite and tolerance frameworks. Project management skills and the ability to monitor action plans and implementation. Stakeholder management and advisory support to business units. Supervisory experience, including allocation of duties and performance management. Computer literacy (MS Office) and project management training evidenced on CV. Knowledge of Public Service Regulations, PFMA, Treasury Regulations and related governance frameworks.

DUTIES

: Facilitate risk identification and assessment processes for each branch. Update and maintain risk registers for branches and projects. Obtain and collate feedback from senior managers on risk register updates and action plans. Ensure alignment of operational risks with strategic objectives. Draft quarterly risk management templates and consolidate branch inputs. Review and analyse branch reports to identify recurring risks and trends. Prepare quarterly reports for the Risk Management Committee. Conduct quarterly risk training and bi-annual risk webinars for the department. Provide ongoing advisory support and risk awareness interventions for branches. Contribute to

research and inputs for risk management policy and strategy. Consult and benchmark with other departments on risk management approaches. Draft risk appetite and tolerance frameworks and implement the risk management plan. Coordinate responses to internal audit and Auditor-General findings related to risk. Ensure risk information and supporting evidence are audit-ready. Supervise and allocate duties to staff; conduct quality control on outputs. Manage performance, conduct and discipline of supervisees and ensure staff development. Ensure staff are trained and developed to meet required service standard

ENQUIRIES
NOTE

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
- : In terms of the dtic's EE requirements, preference will be given to Coloured males, White males and people with disabilities.

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202605@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 06 March 2026
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit a CV and a Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 06/69** : **DEPUTY DIRECTOR: LEGISLATION REF NO: 2026/05**
- SALARY** : R896 436 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Law/Policy Development & management/Public Policy or equivalent qualification at NQF level 7 plus 5 years' experience at junior management/Assistant Director level with relevant experience in legislation or policy drafting. A valid driver's licence. Core and process competency: Strategic Capacity and leadership, Financial Management, Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation and Policy research and analysis; Legislative and policy drafting and reviewing; Traditional Leadership and Governance Framework; policy and legislation interpretation, National, Provincial and local government systems.
- DUTIES** : The successful candidate will perform the following duties: Conduct research related to traditional affairs legislation, regulations, policies and guidelines. Develop and review sector legislation, regulations, policies and guidelines. Facilitate the parliamentary process for traditional affairs legislation and regulations. Provide support in the interpretation and enabling implementation of approved or existing legislation. Provide administrative and financial support to the Directorate.
- ENQUIRIES** : Dr S Singh Tel No: (012) 334 5857

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	09 March 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification of all copies of qualifications will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za The National Treasury is compliant with the requirements of POPIA.

OTHER POSTS

- POST 06/70** : **DEPUTY DIRECTOR: LEGAL SERVICES REF NO: S014/2026**
Division: Office of The General-Counsel (OGC)
Purpose: To provide a comprehensive legal advisory service to the National Treasury and the Minister of Finance, through the management of litigation, attending to contracts and other legal instruments and furnishing legal advice.
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with a minimum LLB degree or equivalent four-year Bachelor's. degree (equivalent to NQF level 8) in law. Admission as an Attorney with right of appearance in the High Court. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a legal environment with specific reference to litigation and administrative law. Knowledge of International, Constitutional and Administrative law and also interpretation of Statutes. Legal interpretation and drafting skills.
- DUTIES** : Manage the drafting, vetting and negotiation of contracts and other legal instruments: Consult with clients on a wide range of corporate and commercial law matters. Negotiate contracts and other legal instruments in accordance with the client's requirements to the extent permissible in law. Draft and vet contracts in accordance with client's requirements to the extent permissible in law. Implement procedural improvements in the compilation of contracts. Record all new instructions accurately and ensure that all records are complete, accurate and easily accessible. Manage litigation on behalf of the Minister of Finance and National Treasury: Consult and liaise both internally and externally with stakeholders on litigation matters. Execute referrals and handling of litigation matters by the State Attorney. Assist with the preparation process of all Court cases and Tribunals. Investigate all claims and litigate, if necessary, related matters within the area of responsibility. Provide custody of all relevant documents and pleadings, including but not limited to summonses, instructions to attorneys, experts and trials. Ensure that where external resources are utilised the scope and costs have been approved by the Chief Director and the resources are managed in line with the agreed quality, milestones, deadlines and budget. Prepare legal pleadings, motions, etc. Represent clients at appropriate Forums. Provide support to the Directors on litigation matters. Provide legal advice: Analyse specific legal problems and assist in the development of legally sound and responsive solutions and strategies. Perform legal and/or factual research and investigations as specifically assigned, analyse data and recommend courses of action, as appropriate. Furnish legal advice on legal matters relating to the National Treasury's mandate. Assist with responses to Public Protector, commissions of enquiry, oversight bodies, etc. Manage the operations, systems and processes of the Directorate: Implement and manage service delivery standards. Develop and maintain effective and efficient systems to address internal and external risks. Provide inputs on legal reports, correspondence and other documents emanating from the Chief Directorate.
- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 06/71** : **DEPUTY DIRECTOR: IT AUDIT REF NO: S073/2025**
Division: Office of The Director-General (ODG)
Purpose: To manage the IT audit plan for NT, ASB, IRBA and GTAC in accordance with the planned IT audit methodology.
Re-advertisement.
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with a minimum Bachelor of Technology degree (equivalent to NQF level 7) in Information Systems or Computer Science or Internal Auditing and Certified Information Systems Auditor (CISA). A certification as a Certified Information Security Manager (CISM) or Risk and Information Systems Control (CRISC) or Information System Security Practitioner (CISSP) will be an added advantage. A minimum of 4 years of which 2 years should be at an Assistant Director level or equivalent obtained in IT Auditing. Knowledge and experience of Strategic IT Governance, IT Risk

Management, IT Strategy, IT Contracts and Service Level Agreements. Knowledge of Information Security and IT Policies, Procedures, Software Licensing, Project Management, Audit Standards, Business Continuity and Disaster Recovery. Experience in Application Control Reviews, Business Process Mapping and Analysis and Data Analytics. Knowledge of General Control Reviews, Networking, Firewalls, Routers, Web Applications, External and Internal Threat and Vulnerability Assessments, Virtual Private Network, Wireless, Encryption, Operating Systems, Databases, Physical Security and Information Security.

DUTIES

: Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on IT Audit through stakeholder engagement. Execute plans and guidelines to ensure completion of strategic and operational activities. Liaise, co-ordinate, establish and maintain good relations with stakeholders on audit related matters. Contribute towards initiatives or recommendations by the Audit Committee. Audit Process Risk assessment, audit plan, assurance and consulting services: Manage all IT audits and perform quality assurance. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the 3-year rolling audit plan and detailed annual IT audit plan based on the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems. Ensure completion of all IT audits as well as the findings register. Initial quality assurance of all IT audit reports before submission to the Senior Manager – IT Audit. Providing feedback and clarification to the client relating to IT audit reports, control and technology related matters Resource management: Manage and develop IT Audit resources to ensure effective and efficient delivery and overall achievement of IT Audit objectives. Develop the training plan for IT Audit. Perform resource allocation and prioritisation across IT audit projects. Process improvements and research: Keep abreast of global trends, new developments in the IT audit. Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services. Management reporting: Manage the IT audit reporting processes. Assist with the development of the audit committee packs. Present IT Audit reports to clients. Provide feedback on the progress against the approved IT audit plan.

ENQUIRIES

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	06 March 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

<u>POST 06/72</u>	:	<u>CHIEF ENGINEER GRADE A: DAM SAFETY REGULATION REF NO: 060326/01</u> Branch: Regulation Compliance and Enforcement Dir: Dam Safety Regulation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 450 - R1 446 921 per annum, (all-inclusive OSD salary package) Pretoria Head Office An Engineering degree (B Eng / BSc (Eng) in Civil Engineering. Six (6) years post qualification experience in Civil Engineering field. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired drivers license. Willingness to travel throughout South Africa for the execution of some of the duties. Extensive dam engineering experience related to design, flood hydrology, construction, management and safety of dams. Knowledge of the water sector and relevant legislation. Sound interpersonal, conflict resolution and leadership skills. Computer literacy and strong verbal and written communication skills.
<u>DUTIES</u>	:	Investigate, analyse and recommend classification of dams. Evaluate and investigate engineering aspects of license applications for the construction of new dams, alteration of existing dams, first filing and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments. Follow up on dam safety betterment work with owners of dams. Develop/maintain guidelines and policies on dams with safety risk. Liaise with regional officials, dam owners, professional engineers and the public. Give presentations and advice on dam safety matters and legislation. Supervise and

- train Engineering Technicians as required. Generate reports and statistics to measure progress with the Dam Safety Programme.
- ENQUIRIES** : Mr WM Ramokopa at 082 328 4189
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
- NOTE** : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
- POST 06/73** : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 060326/02**
Branch: Infrastructure Management Head Office
Dir: Civil Engineering
Sd: Dam Design
- SALARY** : R879 342 – R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Engineering degree (B.Eng/ B.Sc. (Eng) in Civil Engineering. Three (3) years post qualification experience in water infrastructure related to dam design, construction and safety of hydraulic structures. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Excellent knowledge and understanding of engineering design and analysis, legal compliance, project management, strategic capabilities, and leadership. Excellent communication skills (written and verbal). Demonstrate appropriate knowledge and experience in the design and analysis of dams, computer applications and software used for these purposes. Demonstrate knowledge of current standards and practices of dam engineering especially in hydraulics and hydraulic structures, hydrology, geology, foundations, structural design, building materials, dam safety regulations, management of consulting engineers, contract administration and resolution of claims as well as computer applications, such as AutoCAD, SLIDE, spreadsheets and project planning software, and the ability to work independently. Demonstrate sound engineering judgement, have the ability to review, evaluate and/or assess Civil Engineering Designs completed by subordinates and/or consultants holistically.
- DUTIES** : Engineering design and analysis, reviews, and approvals of dams and their appurtenant structures. Plan and manage engineering projects throughout the entire project life cycle (ECSA Stages). Basic legal background and contract management skills for the implementation of civil engineering projects. Basic background of Service Level Agreements and interpretation of technical clauses. Excellent knowledge of Civil Engineering Specifications, Drawings, Bill of Quantities, Project Programming, cash flow projections. Ensure adherence to engineering standards and sound engineering principles on civil engineering projects. Ability to travel to Construction Sites monthly for Site Meetings, Quality Control and Quality Assurance processes. Prepare and contribute to design progress reports, design reports, site inspection/investigation reports, technical review comments and risk registers. Review and assess technical submissions, reports, drawings, and calculations for compliance with approved design criteria, applicable standards and guidelines, and contractual requirements. Promote skills transfer and development of candidate engineers. Manage resources and inputs for the facilitation of resource utilisation and the ability to work in a multidisciplinary engineering team. Research and development. Office administration and budget planning.
- ENQUIRIES** : Mr TN Burger Tel No: (012) 336 7694, Mr A Havenga Tel No: (012) 336 8814, Mr T Maphaqa Tel No: (012) 336 2106
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

- POST 06/74** : **ENGINEER PRODUCTION GRADE A – C REF NO: 060326/03**
 Branch: Infrastructure Management Head Office
 Dir: Civil Engineering
 Sd: Open Channel Systems
- SALARY** : R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Engineering degree (B.Eng/ B.Sc. (Eng) in Civil Engineering. Three (3) years post-qualification engineering experience relevant to Water Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license is required as site visits and travel form part of the job description. Competency and experience in the implementation of civil engineering projects, as well as the design of hydraulic structures and water conveyance systems, is essential. Additional competencies and knowledge include engineering design and analysis, legal compliance, computer-aided engineering applications, project management, strategic capability and leadership, financial management skills, and excellent communication skills both verbal and written.
- DUTIES** : Plan and design civil engineering projects. Develop tender specifications. Perform reviews, approvals, and audits of engineering designs in line with established design principles, theories, and standards. Supervise engineering work and processes. Optimise design and cost-effectiveness of open channel projects, including risk management. Evaluate, edit, and authorise all designs, reports, engineering drawings, and specifications. Manage resources by preparing and consolidating inputs for effective utilisation. Manage consulting engineers and/or contractors, including contract administration and resolution of claims. Mentor and train Candidate Engineers and Technicians. Manage administrative, financial, and personnel-related functions. Technical Work Description: SD: Open Channel Systems (OCS) is a technical engineering design component that focuses mainly on the design and rehabilitation of large-scale bulk water conveyance infrastructure such as canals, inverted siphons, dam spillways, erosion protection, reject structures, energy dissipating structures, and others. All infrastructure related to National Water Infrastructure may fall under the mandate of SD: OCS, with a strong emphasis on the design of bulk water conveyance systems. Designing such systems introduces additional engineering challenges, which include (but are not limited to) the design of service roads, sub-soil drains, hydraulic structures, pump houses, chutes, retaining walls, embankments, bridges, super-passages, berms, and boundary fences etc. Engineering analyses such as hydrology, flood line studies, structural analysis, and slope stability analysis are also undertaken by SD: OCS. A strong background in Water Engineering is essential, while experience in Geotechnical Engineering, Structural Engineering, and Project Management will be considered advantageous. Proficiency in the following computer-aided design software packages will also be an added advantage: Hec-RAS, AutoCAD, AutoCAD Civil 3D, ArcGIS, Prokon, and Slide. Production Engineers working at SD: OCS must be able to write high-quality technical reports; therefore, medium- to high-level report writing skills are essential. Competence in Microsoft Word and Microsoft Excel is also of the utmost importance. Project management and contractual management of construction projects, as the Engineer or Engineer's Representative, form part of the job description. Production Engineers are also tasked with reviewing the work of their peers as well as managing and mentoring juniors working with them on projects. SD: OCS works closely with SD: Dam Design to design, construct, and test physical hydraulic models of dam spillways, based on the Froude Similarity theory.
- ENQUIRIES** : Mr. HH Luttig Tel No: (012) 336 8095
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
- POST 06/75** : **CHIEF ARTISAN GRADE A (ELECTRICAL) REF NO: 060326/04**
 Branch: Infrastructure Management: Northern Operations
 Dir: Operations Southern
 Div: Electrical Maintenance
- SALARY** : R480 261 per annum, (OSD)
- CENTRE** : Hartbeespoort Area Office

REQUIREMENTS : Appropriate Trade Test Certificate in Electrical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Technical report writing skills, Communication skills and Computer literacy (Word, PowerPoint, Excel, Outlook). Be able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Knowledge/Experience with SAP will be advantageous.

DUTIES : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, lighting, housing, transformers, induction and synchronous motors, knowledge of MV termination, generators, compressors, earthing and lightning protection, medium voltage switch gear and protection, control panels for pump-sets, valves and dam control gates, meters, general instrumentation and large controllers, electric circuits (cranes, gates, valves etc.), motor test, knowledge of electrical hydraulic circuitry, knowledge of motor connections and application thereof, fault finding etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Be involved in the planning and execution of OPEX maintenance and CAPEX maintenance. Adhere to strict maintenance plan deadlines. Manufacture items from own planning and from design drawings source, liaise and request quotations from suppliers and ensure product compliance to specifications and standards. Accept appointment as a GMR 2.7 in accordance with the Occupational Health and Safety Act (OHSA) (Act 85 of 1993), responsible person for Electrical equipment. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis. Compile Weekly, Monthly and Quarterly maintenance performance reports. Work requires extensive travelling to remote areas and overnight stays on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES : Mr A Naicker at 082 853 4098
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 06/76 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 060326/05**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY : R325 101 per annum (Level 07)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Grade 12/Senior certificate or equivalent qualification. Three (3) to five (5) years' experience in Human Resource matters. Knowledge of PERSAL. The disclosure of a valid unexpired driver's license. Knowledge of the Public Service Act, Public Service Regulations, and relevant Human Resources prescripts. Computer literacy. Knowledge of human resources functions, practices as well as the ability to capture data and collate administrative statistics. Knowledge of registry duties. Problem solving.

DUTIES : Implement human resources administration practices. HR provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at shortlisting and interviews, probation periods. Implement conditions of service and service benefits, Leave/PILIR, Housing, Medical, IOD, Long Service Recognition, overtime, relocation, Pension and allowances. Termination of service. Implement and approve transactions on PERSAL System. Performance management. Prepare reports on human resources administration issues and statistics. Address human resource administration enquiries. Liaise with internal and external stakeholders in relation to Recruitment and Selection. Implement termination of services. Implement appointments on PERSAL System. Keep filing records up to date. Keep and maintain the asset register of the component. Supervise human resources staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. CS Nzimande Tel No: (041) 508 9719
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

NOTE : Preference will be given to candidates from the geographical area